

**ARKANSAS WORKFORCE INVESTMENT BOARD
ISSUANCE MEMORANDUM PY 04-19**

From: Sandra Winston, Director
Date: April 27, 2005
Subject: PY 2004 Workforce Investment Board One-Stop Infrastructure Grant to Local Workforce Investment Areas

TO: Local Workforce Investment Areas/Service Providers

SUBJECT: New Grants to Local Areas for Infrastructure Funding

1. **Purpose:** To issue procedures for applying for subject funds.
2. **General Information:** On April 12, 2005, the Executive Committee of the Arkansas Workforce Investment Board approved the request for financial support for the one-stops to upgrade current equipment and to purchase new equipment through a reallocation of 15% funds made available through the Local Workforce Investment Boards. Included in this request was a grant of \$223,989.00 to be distributed equally for infrastructure for the one-stops.
3. **This translates to a grant of \$22,398.90 to each LWIA, of which must be used for the above referenced infrastructure.**
4. **The acceptable uses of these funds are:**
 - Website development (as required by the One-Stop Certification document)
 - 1-800 number implementation (as required by the One-Stop Certification document)
 - Purchase of computers and peripherals (printers, scanners, etc.) or upgrades to existing equipment
 - Devices to assist persons with disabilities to access all program services
 - Communication systems: including phones/phone lines, fax machines
 - Copiers

These funds must be expended no later than June 30, 2005 as they may be subject to recapture by the U.S. Department of Labor (DOL)

NOTE: As the source of these funds are from the state's 15% reserve funds (which have no administration for local areas), **no WIA-defined Administrative Costs may be charged to these grant funds.**

5. **Action Required:** Please submit three (3) complete (original signatures) Subgrant packages to the AESD Office of Financial Management by May 6, 2005.

- AR-WIA-3 Notice of Subgrant Award Page (Performance Period shall commence on April 13, 2005 and shall terminate on June 30, 2005)
- PY 2004 1-Stop Budget Summary (attached)
- Budget Back-up (Narrative)
- Assurances and Certifications

Subgrant Award numbers and Funding Amounts are as follows:

<u>LWIA</u>	<u>Subgrant Number</u>	<u>Amount</u>
Central	05-P04-1 STOP-90	22,398.90
City of Little Rock	05-P04-1 STOP-80	22,398.90
Eastern	05-P04-1 STOP-31	22,398.90
North Central	05-P04-1 STOP-20	22,398.90
Northeast	05-P04-1 STOP-30	22,398.90
Northwest	05-P04-1 STOP-10	22,398.90
Southeast	05-P04-1 STOP-40	22,398.90
Southwest	05-P04-1 STOP-50	22,398.90
West Central	05-P04-1 STOP-71	22,398.90
Western	05-P04-1 STOP-60	22,398.90

If mailed, address to:

Arkansas Employment Security Department
Office of Financial Management
P.O. Box 2981
#2 Capital Mall
Little Rock, AR 72203

If hand delivered, submit to:

Arkansas Employment Security Department
Office of Financial Management
#1 Pershing Circle
North Little Rock, AR 72114

6. **Inquiries:** Contact your Workforce Development Specialist

7. **Attachment:** PY 2004 1-STOP Budget Summary

8. **Expiration Date:** June 30, 2005